

SOCIAL MEDIA INTERN JOB DESCRIPTION

Updated: 16th August 2017

CONTENT CODER INTERN ROLE + CONTENT CODER TRAINING COURSE

The position of DJ Central TV Social Media Interns requires a keen eye for detail and the following skills and qualifications. These should include excellent computer skills and an aptitude to create engaging online content. Taking on this role will involve compiling stories, editing images and posting all the DJ Central TV social media profiles, this will require you to ensure all content is of a high standard.

Taking on this position will see you reflecting the **BRANDING** of Blue Pie Records to the wider public – The voice of the brand, the look and style. Your key objective is to engage, to interact and increase followers through our own and other companies' networks. Candidates will need to have the ability to work in a team, have a "can do" attitude and show strong attention to detail in their work.

You will be working under the Production Manager in a position perfect for a Media and Communications student or recent graduate.

SKILLS THAT ARE REQUIRED:

- Comprehensive understanding of social media platforms (Facebook, Twitter, Instagram, Tumblr, Pinterest and basic blogging)
- Attention to Detail – This skill is paramount to the job
- Must be extremely computer & internet savvy
- Demonstrated and collaborative team-oriented approach
- Knowledge of trends and current news
- Proven ability to work under pressure and manage priorities and deadlines
- Excellent oral and written communication skills
- Strong organisational skills and a pro-active approach are essential for this role.
- Someone with personality!

ADDITIONAL SKILLS THAT WILL BE LOOKED UPON FAVORABLY:

If you know some or all of the following:

- Photoshop
- Illustrator
- Basic HTML
- Dreamweaver
- FTP Experience
- Basic Music and Video Production / Editing Experience

OTHER NON-SKILL RELATED PREFERENCES:

- An outgoing, fun personality
- A self-motivated approach to everyday tasks
- The ability to work autonomously and accurately.

WORK CONDITIONS AND BENEFITS

BENEFITS:

- Experience in the entertainment and music industry.
- A wide and varied work base with a diversity of tasks, this means you will get to learn more on the job.
- Full or Part-Time hours available for the right people.
- Great entry-level position / hands-on experience within the music industry.
- Grow your skills across the areas of Social Media, Marketing, PR and Admin.

ABOUT DJ Central and BLUE PIE PRODUCTIONS:

- DJ Central is a small and growing digital record label and content production house. The company has a network of over 120 distribution platforms that we code content for and or supply content to.
- DJ Central has a roster of over 3000 artists. With a core of 6 main artists. As these artists grow, so do our own achievements and ability.
- DJ Central provides back office management systems and services to over 300 record labels worldwide.

HOURS:

- Office hours are from 9am to 5pm Monday to Friday

APPLICATION DETAILS:

- Short CV - 2 pages
- Short Cover Letter

CONTACT

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